

Temple College Libraries Policies and Procedures

I. Purpose Statement

The purpose of Temple College Libraries is to provide information resources and services necessary to support the mission of Temple College to foster student success for our diverse community by providing quality lifelong learning and enrichment experiences.

II. Locations and Contact

Temple College Libraries include Temple College Hubert M. Dawson Library at the main campus in Temple, Texas and the Avery Family Library at the EWCHEC Hutto campus in Hutto, Texas. Library materials are available at the satellite locations of Taylor Public Library and Texas Bioscience Institute campus. Resources and services extend to those locations as well as to students enrolled in Temple College dual credit coursework of participating Central Texas ISDs.

Main Campus:

Temple College Hubert M. Dawson Library

Phone: 254-298-8426

library@templejc.edu

EWCHEC-Hutto Campus:

Avery Family Library

Phone: 512-759-5932

EWCHECLibrary@templejc.edu

III. Resources

Books

Temple College Libraries house over 56,000 print volumes, including circulating and reference. Reference materials are available for in library use only. Circulating materials have different patron loan periods.

Electronic Books

Temple College Libraries offer access to over 175,000 electronic books through Gale Virtual Reference Library, EBooks on EBSCOHost, Ebrary/ProQuest EBook Central, Stat!Ref and ABC-CLIO/Greenwood. Titles are accessible through the library website and database links as full-text or partial downloads, html view, and upon request access.

Databases

Temple College Libraries offer access to over 80 electronic database resources. Databases are located in WMS platform, A-Z database list, by subject lists, and library guides. Log in and password information is required for off campus access.

Periodicals

Temple College Libraries offer access to over 85 print and electronic periodical resources, including journal and newspaper articles. Print resources are available for in library use only. Article in databases and journal links can be accessed off campus with a log in and password.

AV Materials

Temple College Libraries offer access to DVDs and CDs. DVDs and CDs are available for in library use only. In addition, streaming video access is provided through Films on Demand and MedCOM. Streaming video may be accessed off campus with a log in and password.

IV. Library Usage Policy

Temple College libraries are open to students, faculty, staff, TexShare and community patrons, and guest users. Students, faculty, and staff have active library accounts with material use privileges for the semesters they are currently enrolled or employed. TexShare and community patrons may register for library cards for material use privileges. All other guest users have access to in library use only materials.

Materials, including but not limited to display items, books, DVDs and periodicals, are suited for adult patrons. Parents and/or guardians are responsible for any censorship of such materials for minors. Children must be accompanied by a parent or guardian at all times and cannot be left unattended in Temple College Libraries.

Temple College main, EWCHEC Hutto, EWCHEC Taylor, and Texas Bio Institute campus students may use the EWCHEC Hutto or the main campus library. These students have access to digital resources on and off campus using their Temple College log in and password.

EWCHEC Taylor students may also use materials from the Taylor Public Library. To obtain a Taylor Public Library card, students need to provide proof of enrollment, a student or photo ID, and proof of address.

Texas A&M University Central Texas and Texas State Technical College students enrolled in classes at the Temple College main and/or EWCHEC Hutto campus may use the EWCHEC Hutto or main campus library.

Students enrolled in Temple College dual credit coursework of participating Central Texas ISDs may use the EWCHEC Hutto or main campus library.

V. Loan Policy

Patrons must have an active library account and present either the library card or a valid form of identification to checkout library materials. Valid library cards include a Temple College ID and TexShare or Community Patron cards. Valid forms of identification include a Temple College ID, driver's license, and/or state, military, or photo ID.

Student Material Loan Periods

Temple College Student IDs serve as a library card. Students may checkout circulating library materials for a twenty-one day loan period with a limit of 20 items per account. Materials may be renewed once unless another patron has placed a material hold. After a one-time renewal, materials must be returned and discharged.

Reserve materials checkout periods include two hour (in library use only) and two day. Reserve materials are available at both the main and EWCHEC Hutto campus library. Only one reserve item can be checked out at a time per account.

AV materials, DVDs and CDs, checkout period is two hour, in-library use, unless otherwise specified. Only one AV item may be checked out at a time per account.

Faculty/Staff Loan Periods

Temple College Faculty and Staff IDs serve as a library card. Faculty and staff members may check out books, DVDs, and CDs for a semester with no limit of items per account.

Community Patron Loan Periods

Residents of Temple college service areas may register for Community Patron cards. They must present a valid form of identification and proof of residency. Community Patrons may check out books for a twenty-one day loan period with a limit of three books per account. Community Patrons are not able to checkout reserve or AV (DVD or CD) materials and do not have access to online resources.

TexShare Patron Loan Periods

TexShare patrons must present a valid ID and TexShare card to register for library membership. TexShare Patrons may check out books for a twenty-one day loan period with a limit of three books per account. TexShare Patrons are not able to checkout reserve or AV (DVD or CD) materials and do not have access to online resources.

Reference Materials/Print Periodicals/Special Collections

Materials in the reference, periodical, and special collections are available for in library use only. Appointments must be approved and scheduled for access to the library's special collections.

Other materials

Other materials, such as headphones, study rooms, and dry erase markers have a checkout period of 2 hours in library use only for student, faculty, and staff. Materials may be renewed unless another patron has placed a material hold. Community and TexShare patrons and other library guests do not have access to these resources.

VI. Fines, Fees, and Holds

Book overdue fines include \$0.10 cents per day, with a maximum fine of \$25.00.

Reserve Materials (2 hour) overdue fines include \$0.10 cents per hour, maximum fine of \$50.00.

Reserve Materials (2 day) overdue fines include \$1.50 per day, maximum fine of \$50.00.

AV material (DVDs and CDs) overdue fines include \$0.10 cents per hour, maximum fine of \$25.00.

Study Room overdue fines include \$5.00 per day, maximum fine of \$5.00.

Items 45 days overdue will roll to lost status. Items in lost status may be subject to item replacement cost, a \$10.00 processing fee, and the maximum overdue fine. Damaged items may be subject to a repair fee or the replacement cost of the material, a processing fee, and any accrued fine.

Payments of Fines and Fees

Main campus library: Fines and fees may be paid at the library by cash or check or at the Cashier's Office in One College Centre (OCC) by credit or debit card.

EWCHEC campus library: Fines and fees may be paid at the campus Cashier's Office.

Library staff will need to contact the Cashier's Office with account information before a payment will be accepted.

Account Holds

Holds are placed on accounts of patrons with overdue materials or library fees over \$10.00. Holds prevent material loans, registration, receipt of grades, and transcript access. Holds will be removed upon resolution of accounts with the library.

VII. Computer Usage Policy

Students, faculty, and staff may use their Temple College issued login credentials for computer access. Library computer and printer access is available until 5 minutes prior to library closing time.

Temple College Libraries offer the use of computers for academic purposes. Behavior regarded as disruptive to other users, faculty or staff of the Library is considered unacceptable use of Library resources and violators may be asked to vacate the building. Library staff may ask for verification of enrollment or employment at any time to enforce appropriate use and maintain availability for the campus.

Appropriate Access and Use

The priority for Temple College Libraries computer usage is to provide access to information resources that support the learning, scholarship, and research of students and faculty. Additionally, other types of use that either directly or indirectly support the educational, research and service missions of the College are considered acceptable. Reasonable personal communication falls within this category.

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Inappropriate use may include, but is not limited to:

- Attempting to bypass system restrictions or tampering with system files or applications.
- Violating federal or state laws.
- Violating Library and Temple College regulations or policies.
- Unauthorized copying of copyright-protected materials.
- Using computers for commercial use.
- Damaging or defacing any computer hardware or software.
- Violating the principles of academic integrity as defined in the Temple College Student Handbook.

The Library reserves the right to monitor and check computers for inappropriate use. By using the Library's electronic resources, users assume personal responsibility for their appropriate use; agreeing to comply with College and Library computer policies, and with city, state, and federal laws and regulations. Library computers may not be used for unauthorized commercial or illegal purposes

pursuant to the Texas Penal Code, Chapter 33 Computer Crimes. The library reserves the right to deny access to users who have not complied with this Computer Usage Policy.

Guest computer access is allowed at the discretion of Temple College Libraries' staff for academic purposes only.

Saving Files

To save a file while using a library computer, the use of a portable storage device such as a USB drive or the cloud storage in Office 365 is recommended. Items may be temporarily saved to the computer desktop for later use (such as attaching the document to an email or for upload into the Temple College Desire to Learn (D2L) Course Management System). Items saved to the computer may not be available upon future login. **The library is not responsible for personal file storage or access.**

Wifi Access and Software Use Only

Wireless Internet access is available for students, faculty, staff, and guests of the Temple College library. Temple College licensed software may be utilized on campus computers.

Off-Campus Access

Temple College username and password are required for off-campus use of databases and no password is required to access the online catalog.

VIII. Library Services

Printing and Photocopying

Temple College Hubert M. Dawson Library

Each semester, enrolled students receive a print credit of \$5.00 on their Paper Cut printing management system account. Black and white prints are \$0.05 per side and color prints are \$0.25 per side.

Students may add additional value to their account through the campus library with cash/check, the Cashier's Office in One College Centre (OCC) with cash/check/card, or online with a card or a valid Pay Pal account. Printing from laptops or other wireless devices is unavailable.

The library is not responsible for user error issues. Patrons are advised utilize print preview before sending a document to the print queue. Patrons must report technical or equipment issues of computers and printers to library staff.

Black and white photocopying is available for all patrons. Copies are \$0.10 cents per side, cash only.

Avery Family Library

Printing and copying services are at discretion of the campus and library policies and procedures. Contact a library staff member for fees.

IX. Library Services

Library Study Rooms

The Hubert M. Dawson Library has three locked study rooms. The rooms are available on a first come, first serve basis to groups of three or more. At least three members of the group need to remain in the room during use of the room. Study rooms checkout out for two hours per day and can be renewed for an additional two hours providing that no other group is waitlisted for a room. The group is responsible for notifying library staff upon leaving the room.

Study room 424 may be reserved by individual students for purposes directly relating to Temple College courses and curriculum at the discretion of Temple College Libraries' staff. Study room 424 may be reserved by individual students for one hour per day and can be renewed for one additional hour providing no other student has requested to reserve the room.

The Avery Family Library has two study rooms. The rooms are available on a first come, first serve basis. Room reservations are scheduled at the discretion of library staff.

TexShare

TexShare cards are available for current Temple College students, faculty and staff. TexShare cards allow material checkout from affiliated Texas academic and public libraries. TexShare cards are issued by semester. Patrons utilizing TexShare cards are required to abide by the policies of the lending library.

TexShare card holders from outside institutions may request a Temple College TexShare account at the Circulation Desk.

Interlibrary Loan (ILL)

Interlibrary loan services are available for students, faculty, and staff. Please note that users of this service are subject to access and loan period limitations from the lending libraries and in some instances, a fee may be required. Please allow time, generally up to two weeks, for material delivery.

X. Library Instruction

Library instruction sessions are available throughout the semester. Campus librarians are available to speak to classes and other groups at the Temple, Hutto, and Taylor campuses. Off-campus site instruction for dual credit is available. Sessions may be tailored to individual subjects or specific class assignments. Contact your campus library for scheduling and/or additional information.

Library Instruction Lab Reservations

Faculty and staff may reserve the library computer lab at the discretion of the Division Director, Learning Resources. Contact a library staff member for scheduling.

XI. General Policy

Food and Drink Policy

Drinks with lids are permitted in Temple College libraries, except for the main campus library computer lab. Food is allowed only in the front foyer and back hallway of the main campus library. Library staff reserve the right to ask patrons with food or drink to place the items in a closed or zippered bag or to exit the premises.

Noise/Cellular Phone Policy

Making or taking calls per cell phone is not permitted in the library. If a patron needs to place or accept a call, they may use the library foyer, back hallway or go outside of the library.

Temple College Libraries endeavors to provide collaborative study spaces, quiet study areas, and silent study areas. In general, loud conversing, audio, or other boisterous activity is not permitted in the library.

Library Silent Area

The main campus library extension area is reserved for silent study. No talking or noisy activity is permitted in the area.

Library staff reserve the right to converse to conduct daily business in the library offices, front desk area, the main floor, the second floor, the mezzanine level, and the silent area.

XII. Confidentiality of Patron Records/Usage

Library usage records are kept confidential. The USA Patriot Act supersedes library confidentiality policy. Temple College libraries will comply with any government requests submitted under the jurisdiction of the USA Patriot Act.

As to legal requirements of the USA Patriot act, the Federal Bureau of Investigation (FBI) and other law enforcement agencies or officials may obtain court orders of library records for investigations involving national security and/or terrorism. Under penalty of law, libraries or library staff served with search warrants may not divulge the existence of the warrants or dissemination of records disclosed as a result of the warrants. Patrons cannot be informed that their records were provided to law enforcement agencies or that they are/were under FBI investigation.

XIII. Emergency Drills/Fire Alarms/Library Security

Temple College libraries participate in emergency drills for situations such as fire or weather related emergencies and other issues requiring lockdown or building evacuation. In either case, drill or emergency, please comply with any given instructions from library personnel.

When a fire alarm sounds, please calmly and quickly leave the library through the nearest exit.

When security alarm sounds upon exit of the library, please return to the front desk until dismissed by a library staff member.

XIV. Library Collection Development

Materials Selection

The Division Director of Learning Resources is responsible for the selection of the materials and resources to be acquired for the library with the aid and advice of the faculty and within the limits set by the budget.

- The director will examine the recommendations and requests made by the faculty, together with items located through standard lists, notices of new publications, publisher catalogs, and other sources
- Items will be selected with the purpose of maintaining a balanced collection in all subject areas, as well as meeting the curricular needs of the subjects taught and the purposes of the college subject to the final approval of the administration.

Department Chairs are responsible for suggesting materials and resources that will develop the collection for the use of the students in areas of curricular interest under their jurisdiction. The main responsibility of selection lies with the individual faculty member. While faculty members are responsible for making recommendations to their respective chair, they are not authorized to make actual purchases for the library in the name of the college.

Materials Budgets

Library materials budget amounts will be assigned to each department. The Division Director of Learning Resources will distribute the library materials budget according to the need for material in the subject areas, taking into consideration new courses, use of the materials by students and faculty members, the cost of available materials, and previous departmental expenditures of library budget assignments.

- Priority for materials to be purchased for the library will be given to those materials and resources which meet direct curricular needs of the students in the courses offered, including items needed for class assignments, collateral reading, references in the textbooks, supplementary individual study, or for use in preparing research papers and reports.

The following materials will not normally be purchased:

- Rare books.
- Extensive collections of materials in a limited subject area.
- Research materials beyond the scope of the library.
- Books in languages not taught at the college.
- Technical reports (except when needed for specific classes).
- Specialized technical books beyond the needs of students.

There will be a limited amount of duplication of titles except where the needs of the students and the continued demand for the material makes it apparent to the library staff that additional copies should be secured. Out-of-print book material will meet the same criteria for purchase as other books.

Gifts

Gift materials will be accepted only if the library may handle them as it sees fit, which may include discarding them, if they are not judged to be desirable additions to the library's collection.

Monetary donations are accepted through the Temple College Foundation. Such donations may be designated to purchase materials in a subject area, but the library staff will select the specific materials.

Periodical Subscriptions

Periodical subscriptions will be entered after taking into consideration:

- Curricular needs
- Interests of the students and faculty
- Type of information contained in the magazine/journal
- Whether or not the periodical is indexed in available periodical indexes
- Cost of the subscription in relation to its possible use
- Inclusion on standard lists
- Other subscriptions already received by the library in the same general area of interest.

Print periodical subscriptions will be entered to start, when possible, at the beginning of the calendar year.

All periodical subscriptions will be reviewed annually and all unnecessary titles deleted.

Reserve Materials

If the reserve materials are to be available to the students needing them, the following

conditions are desirable:

- Instructors are asked to make sure that materials for required reading are in the library well in advance of when the assignment is made. They are also asked to complete a reserve request form showing the instructor's name, date placed on reserve, date to take off reserve, type of reserve (2-hour and 2 day), author, and title.
- Instructors are asked to turn in the request for reserve materials in ample time for the materials to be assembled and prepared for reserve circulation.
- Extra copies of short articles may be duplicated provided they are in compliance with the Copyright Act of 1976.
- The reserve materials collection should be kept free of inactive reading material.

Weeding

Library staff is responsible for the identification and removal of outdated and worn-out library materials and those items which are no longer needed to support the current curriculum. The library will notify the Business Office annually of the number of items withdrawn and the total original cost of the items. Whenever possible, items to be withdrawn will be reviewed by faculty from the appropriate discipline before removal.

Special Collection

The Temple College Hubert M. Dawson Library maintains a special collection of materials that have a historical significance to Temple College (TC). This collection includes documents of permanent historical value such as official TC publications; TC related papers and publications generated by the administration, academic departments, faculty, staff, and student organizations. The collection also includes TC related non-textual material such as photographs, videos and recordings. Temple College Libraries will only consider donations and gifts that fall within this scope for possible inclusion in the special collection. Any material accepted commits TC Libraries to the task of organizing and preserving it, which includes expenses for labor and archival supplies. The Division Director, Learning Resources or designee will evaluate all donations or gifts for possible inclusion in the special collection. Due to liability, special collection donations will not be accepted "on loan" to the College. A completed "Special Collection Donation" form, available on TC Libraries homepage, will be included with each donation. The Division Director, Learning Resources or designee, will consider requests for permission to place items from the special collection "on loan" on a case-by-case basis. Researchers/Patrons are encouraged to use the special collection, but some of the material may be one-of-a-kind, irreplaceable or in fragile condition. As a result, researcher/patrons may only access special collection materials by appointment in the Hubert M. Dawson Library under supervision of library staff. A completed "Request for Access to Temple College Libraries Special Collection" form, available on TC Libraries homepage, will be submitted to schedule an appointment to access the collections.

Challenged Materials

The professional library staff and the faculty of Temple College exercise careful consideration in the selection and recommendation of materials for inclusion in the collection of Temple College Libraries. Nevertheless, there may be occasions when a person or a group judges some library materials to be objectionable. All complaints should be handled within the guidelines set forth in the American Library Association's Library Bill of Rights and its statement of challenged materials. All complaints should be dealt with so that Temple College Libraries' policy guiding the selection of the materials is clear. During the reconsideration process, **access to the challenged material shall not be restricted.**

The following measures will be taken upon receipt of a complaint:

- A. Initial Lodging of Complaints
 - All complainants/complaints, in-person/per telephone/or in writing, should be directed to the Division Director, Learning Resources of designee.
- B. The Division Director, Learning Resources will discuss the questioned material with the complainant, describing the College's selection policies, criteria used, the qualifications for the selector, and the purpose for which the challenged resources was selected. Many complaints can be resolved without the need for formal written complaint.
- C. If the complainant is not satisfied they will be invited to file a formal written complaint using the "Request for Reconsideration of Library Materials" form. No commitment regarding action will be made at this stage of the procedure.
 - The complainant may submit additional documentation, for consideration by the Library Materials Reconsideration Committee, to support the complaint.
- D. To begin the materials reconsideration process print, complete, sign, and submit the [Request for Reconsideration of Library Materials form](#).
- E. Completed forms for reconsideration and any supporting documentation should be returned to the Division Director, Learning Resources or designee. Incomplete forms will not be acted upon.
- F. Upon receipt of the completed form the reconsideration process will be explained to the complainant by the Division Director, Learning Resources or designee:
 - The Library Materials Reconsideration Committee will meet.
 - The committee will review the written complaint and all supporting documentation.
 - The committee will issue a written decision. This written decision will be provided to the complainant within 90 days of the original complaint.
 - This written decision may be appealed to the President of the College.
 - The decision of the President may be appealed to the Board of Trustees.
- G. The Division Director, Learning Resources or designee will schedule a meeting of the Library Materials Reconsideration Committee to take place within two weeks of the receipt of the formal complaint. This ad hoc committee will be composed of the following persons.
 - Vice President of Academic Affairs
 - Division Director, Learning Resources or designee
 - Two faculty members (one from the material's discipline), chosen by the Division Director, Learning Resources or designee.
- H. The Division Director, Learning Resources or designee will provide copies of all pertinent information regarding the material in question, including the complaint to committee members.
- I. The Committee will issue its written decision regarding said material to the library and the complainant based within 90 days of the original complaint.

- J. Appeals of the decision of the Library Materials Reconsideration Committee may be made to the President of the College by the complainant, the Division Director, Learning Resources or designee, or other concerned professional. All appeals must be made in writing within seven days of the decision.
- K. Appeals of the decision of the President may be made to the Board of Trustees. All appeals must be made in writing within seven days of the decision.

(Policies and procedures are subject to revision and change.)